



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

ATCC-RR (700)

7 Dec 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of International Merchant Purchase Authorization Card (IMPAC) to Purchase Rental Vehicle Gasoline

1. Reference memorandum, U.S. Army Cadet Command, ATCC-RR, 5 Nov 97, subject: Policy Memorandum 33 - International Merchant Purchase Authorization Card (IMPAC) Procedures.
2. Senior ROTC cadre using rental vehicles on trips are paying for gasoline refills out of pocket and must submit a claim for reimbursement in order to be refunded for this expense.
3. Cadre may use the IMPAC credit card to purchase gasoline refills for rental vehicles which will eliminate the need to submit a claim for reimbursement.
4. However, the IMPAC cardholder and approving official must follow the procedures listed below to ensure proper management and control of these purchases:
 - a. The cardholder must ensure their support installation allows use of the IMPAC to purchase gas for rental vehicles. The enclosure list installations and whether they allow use of the credit card.
 - b. The cardholder must obtain approval from their Approving Official.
 - c. Only the cardholder may use the IMPAC credit card to purchase gasoline.
 - d. The cardholder must record each gasoline purchase on the IMPAC Purchase Log (CC Form 445-R) and maintain supporting documentation for each transaction.
 - e. Approving Official must review and validate each purchase.
 - f. Cardholder and approving official must adhere to Cadet Command and their support installation's IMPAC standard operating procedures.

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5. The following are exceptions to using the IMPAC card to purchase gasoline:

- a. Aircraft vessels.
- b. Department owned vehicles.

6. Request widest dissemination to all senior ROTC units.

7. Cadet Command point of contact for this action is Mrs. Grizzle at DSN 680-3936, (757) 727-3936 or FAX 3811.

FOR THE COMMANDER:

// SIGNED //

Encl

JOHN W. CORBETT
Colonel, GS
Chief of Staff

DISTRIBUTION:

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